

ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 97-OCP-060

POSITION: MANAGEMENT ANALYST, 343

SALARY RANGE: \$45,939 - \$86,125

Opening Date: 04/18/97

Closing Date (for receipt of applications): 05/16/97

OFFICE:

Office of Court Programs
Bankruptcy Court Administration Division
Washington, D.C.

AREA OF CONSIDERATION:

Judicial Branch Employees -- Nationwide

SALARY POTENTIAL: \$86,125

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for this position according to federal guidelines.

MISSION STATEMENT: The Administrative Office (AO) is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The Bankruptcy Court Administration Division assists the Director of the Administrative Office (AO) and the bankruptcy courts in discharging their administrative responsibilities, implements staffing formulas for resource allocation, manages automation projects, and identifies and develops effective and efficient management procedures to assist the bankruptcy courts in their operations.

DUTIES AND RESPONSIBILITIES: The incumbent of this position will serve as the office's principle staff support for the Bankruptcy Case Management & Statistics Umbrella Group and will also be assigned other significant projects. Duties include, but are not limited to:

1. Assisting in the evaluation and planning of automation efforts affecting the offices of bankruptcy clerks of court;
2. Evaluating existing automated systems, conducting needs assessments, and facilitating the functional requirements and priorities for bankruptcy court automated systems;
3. Conducting on-site reviews to improve information management and identify new or modified automation innovations or applications;
4. Managing and convening user groups of automated systems in the bankruptcy courts, analyzing user needs, and making recommendations for modifications to correct deficiencies and enhance software applications;
5. Preparing discussion and decision papers for review by AO and judiciary managers, umbrella groups, user groups, the Committee on Automation and Technology, and the Committee on Court Administration and Case Management; and
6. Assisting in developing the Information Resources Management Strategic and Tactical Plans for bankruptcy courts.

QUALIFICATION REQUIREMENTS: Applicants must have experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems (AOCCRS) which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards For General Schedule Positions.

Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to successfully perform the duties of this position.

Quality Ranking Factors (QRF): Applicants must submit a narrative statement addressing the factors listed below. Each factor must be addressed separately and include the applicant's involvement in the activity. **(MANDATORY)**

1. Knowledge of management principles, practices, theories, and techniques, particularly in the areas of information management and data collection.
2. Knowledge of procedures and practices used in the federal courts.
3. Ability to apply management analysis techniques to accommodate automation systems.
4. Knowledge of information technology project management techniques.
5. Ability to present complex and technical information, both orally and in writing, in an effective manner.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Faye R. Posey

ON: (202) 273-2770

**PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.**

HOW TO APPLY:

- > Your application must be in the AO Personnel Office (address below) by close of business on the closing date.
- > Your application should include all of the information listed under the section, "**APPLICATION INFORMATION.**"
- > You may choose to submit a signed and dated **OF-612 (Optional Application for Federal Employment)**, OR any other application format.
- > Incomplete applications will not be considered. Also see brochure **OF-510 (Applying for a Federal Job)**.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses all the information listed below; otherwise, you may be considered ineligible for this position.

- > **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- > **Personal Information:** Full name, mailing address, day and evening area code and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- > **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- > **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualifications).
- > **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may not contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- > **Other Qualifications:** List any job-related training courses; skills (such as, languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- > **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- > **Additional Information: Mandatory Quality Ranking Factors**

ADDRESS:

(for hand delivery)

One Columbus Circle, NE
Suite G-200
Washington, DC
(Union Station Metro)

(for mailing)

Administrative Office of the U.S. Courts
AO Personnel Office, Suite G-200
Washington, DC 20544

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- > All information is subject to verification.
- > Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- > Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- > All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- > If selected for first-time appointment to the Federal Government, you may be required to serve a trial period. Failure to successfully complete the trial period may result in termination of employment.
- > Relocation expenses will not be provided unless specifically authorized by the Director of the AO.

GENERAL INFORMATION:

- > Applications must be received in the AO Personnel Office by the closing date of this announcement.
- > Application and enclosure(s) will not be returned.
- > More than one selection may be made from this announcement.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 273-2760